FORM 1040EZ STEP-BY-STEP

What you'll need:

- One Form W-2 for each job held during the year
- Form 1099-INTs from each payer of interest
- Pencil/pen, scratch paper. Use ink on the return you file.

FROM W-4 TO 1040A

- Calculator (optional)
- Blank Form 1040EZ
- Social security number for your spouse (of applicable).

Key items

Name and address label

- If you have a peel-off mailing label, save it to apply when you are sure your return is complete and correct and you are ready to file it. If you have no peel-off mailing label, print your name and address carefully.
- Enter your social security number (and your spouse's, when applicable). See Form W-2, box d.
- If you (and/or your spouse) want \$3 to go into the Presidential Election Campaign Fund, check "Yes." (Note: Checking "yes" will not change your tax or reduce your refund.)

Report your income

- Add the amount(s) in box 1 of your Form(s) W-2, and put the total on line 1 of Form 1040EZ.
- Put taxable interest (if \$400 or less) on line 2, even if no Form 1099-INT was received. If your interest income is over \$400 you must file either Form 1040A or Form 1040.
- Double-check your addition for line 4.
- See student handout 3.4, "The Dependency Tests" to find out if you should check the "Yes" or "No" box on line 5. If you check the "No" box, enter 7,200 if you are single and 12,950 if you are married.
- If you check the "Yes" box, use the worksheet on the back of Form 1040EZ to figure the amount to enter on line 5.
- Double-check your subtraction for line 6.

Figure your tax

- Add the amounts in box 2 of your Form(s) W-2, and put the total on Form 1040EZ, line 7. (To see if line 8a "Earned Income Credit" applies to you, see the instructions for Form 1040EZ.)
- Add lines 7 and 8a and enter the total on line 9.
- Find your tax by using the appropriate (single or married filing jointly) column of the Tax Tables. Look for your taxable income (the line 6 amount). Write in the amount of your tax on line 10.
- Double-check that you copied the figures from your Form W-2s and Tax Tables correctly.

Refund or amount you owe

- Look at lines 9 and 10 again. Check whether line 9 or 10 is larger.
- If line 9 is larger, you should complete line 11a. Subtract line 10 from line 9, and put the result on line 11a. This is the amount of your refund.
- If line 10 is larger, subtract line 9 from line 10, and put the result on line 12. This is the amount you owe.

Sign your return

- Double-check your addition and subtraction.
- Read the words in bold letters at the bottom of the form (above the signature line), then sign, date it, and enter your occupation.
- Attach your mailing label; make any necessary corrections right on the label.
- Be sure to enter your Social Security Number on the return.
- Attach Copy B of each Form W-2.
- If you owe more tax, see the instructions for details on how to pay (and what to write on your payment, if applicable).
- Mail your return by April 16, 2001.

FORM 1040A

1040A	U.S. Individual Income Ta	x netuiii	2000 IRS US	-	ite or staple in this space. OMB No. 1545-0085			
Label /	Your first name and initial	Last name			ocial security number			
See page 19.)	real life halle and little	Luck Hallio			: :			
L A B	If a joint return, spouse's first name and initial	Last name		Spous	s's social security number			
Use the E				;	1 1			
RS label. Otherwise,	Home address (number and street). If you have a P	O. box, see page 20.	Apt.	no.	mportant! 🛦			
please print or type.	City, town or post office, state, and ZIP code. If you	ı have a foreign address, see pag	e 20.		u must enter your SSN(s) above.			
Presidential Election Campaign (See page 21.)	Note. Checking "Yes" will not chang Do you, or your spouse if filing a join			Yo .▶ □Ye	u Spouse s ☐ No ☐ Yes ☐ Ne			
Eilina	1 Single							
Filing status	· = ····•	n (even if only one h	ad income)					
status	 2							
	above and full name he	re. >						
Check only	4 Head of household (with			lf the qualifyir	ng person is a child			
one box.	but not your dependent,							
	5 U Qualifying widow(er) wit		•		. (See page 22.)			
Exemptions	6a Vourself. If your parent (or so return, do not chec		as a dependent on hi	is or her tax	No. of boxes checked on			
	b Spouse				6a and 6b			
	C Dependents:		(3) Dependent's	(4) √if qualifying	No. of your children on			
	-	(2) Dependent's social security number	relationship to	child for child tax credit (see	6c who:			
f more than	(1) First name Last name	occurry named	you	page 23)	• lived with			
seven dependents,		1 1			• did not live			
see page 22.				╀	with you due to divorce or			
		1 1			separation (see page 24)			
				 	• • • • •			
		 		 	Dependents on 6c not			
		 		 	entered above			
	d Total number of exemption	s claimed.			Add numbers entered on lines above			
Income	7 Wages, salaries, tips, etc.	Attach Form(s) W-2.		7				
Attach Form(s) W-2								
here. Also	8a Taxable interest. Attach So	hedule 1 if required		8a				
attach	b Tax-exempt interest. Do not in		8b					
Form(s) 1099-R if tax	9 Ordinary dividends. Attach S	Schedule 1 if required	•	9				
was withheld.	10 Capital gain distributions (s	see nage 25)		10				
if you did not	11a Total IRA		11b Taxable am	-				
geta W-2, see	distributions. 11a		(see page 2					
page 25.	12a Total pensions		12b Taxable am					
Enclose, but do not attach, any	and annuities. 12a		(see page 2					
payment.	Unemployment compensation, qualified state tuition program earnings, and Alaska Permanent Fund dividends.							
	14a Social security		14b Taxable am	ount				
	benefits. 14a		(see page 2	8). <u>14b</u>				
	15 Add lines 7 through 14b (far	right column). This is	your total incom	ie. ▶ 15				
Adjusted	16 IRA deduction (see page 30)		16					
gross	17 Student loan interest deduct		17		1			
income	18 Add lines 16 and 17. These	e are your total adju	istments.	18				
	19 Subtract line 18 from line 15	. This is your adjuste	ed gross income.	▶ 19				
	rivacy Act, and Paperwork Reducti			No. 11327A	Form 1040A (2000			

FORM 1040A CONTINUED

	(2000) 20	Enter the amount from line 19.			20	Page
Taxable		Enter the amount nom line to:			20	
income	21a	Check ∫ ☐ You were 65 or older ☐ Blind } Enter number of				
		if:	21a L			
	b	If you are married filing separately and your spouse itemizes		_		
		deductions, see page 32 and check here ▶ 2				
	22	Enter the standard deduction for your filing status. But see pa				
		you checked any box on line 21a or 21b or if someone can clai as a dependent.	ım y	ou		
		Single—\$4,400	er)—	\$7.350		
		 Head of household—\$6,450 Married filing separately—\$3 			22	
	23	Subtract line 22 from line 20. If line 22 is more than line 20, ent	er -(D	23	
	24	Multiply \$2,800 by the total number of exemptions claimed on I	line (6d.	24	
	25	Subtract line 24 from line 23. If line 24 is more than line 23, e	nter	-0		
		This is your taxable income.			25	
Tax,	<u>26</u>	Tax (see page 34).		1	26	
credits,	27	Credit for child and dependent care expenses.				
and	28	Attach Schedule 2. 27 Credit for the elderly or the disabled. Attach				
payments	20	Schedule 3. 28				
	29	Education credits. Attach Form 8863. 29		_		
	30	Child tax credit (see page 35). 30				
	31	Adoption credit. Attach Form 8839. 31				
	32	Add lines 27 through 31. These are your total credits.			32	
	33	Subtract line 32 from line 26. If line 32 is more than line 26, enter -	-0		33	
	34	Advance earned income credit payments from Form(s) W-2.			34	
	35	Add lines 33 and 34. This is your total tax.		<u> </u>	35	
	36	Federal income tax withheld from Forms W-2				
	37	and 1099. 36 2000 estimated tax payments and amount				
	31	applied from 1999 return. 37				
If you have ↓ a qualifying	38a	Earned income credit (EIC). 38a				
child, attach Schedule		Nontaxable earned income:				
EIC.		amount ▶ and type ▶				
	39	Additional child tax credit. Attach Form 8812. 39				
	40	Add lines 36, 37, 38a, and 39. These are your total payments.		<u> </u>	40	
Refund	41	If line 40 is more than line 35, subtract line 35 from line 40.			41	
Have it	42a	This is the amount you overpaid. Amount of line 41 you want refunded to you.			42a	-
directly		Routing Routin			42a	
deposited! See page 47	D	number	▶ c Type: ☐ Checking ☐ Savings	ngs		
and fill in	b d	Account				
42b, 42c, and 42d.		number				
#10 420.	43	Amount of line 41 you want applied to your				
		2001 estimated tax. 43				
Amount	44	If line 35 is more than line 40, subtract line 40 from line 35. This	s is t	the		
you owe	45	amount you owe. For details on how to pay, see page 48. Estimated tax penalty (see page 48). 45		1	44	
		Estimated tax penalty (see page 48). 45 nder penalties of perjury, I declare that I have examined this return and accompanying sched	lules a	nd statemer	nts and to the best of	f mv
Sign here	kr of	lowledge and belief, they are true, correct, and accurately list all amounts and sources of incom preparer (other than the taxpayer) is based on all information of which the preparer has any	ne i red	ceived durin	g the tax year. Declara	ition
Joint return?		our signature Date Your occupation		Daytime ph		
See page 20.	_			()		
Keep a copy for your	S	couse's signature. If a joint return, both must sign. Date Spouse's occupation	on	May the IRS	discuss this return with th	
records.			L	shown below	(see page xx)? Y	
Paid			Check		Preparer's SSN o	r PTIN
preparer's		,		nployed	1.	
use only	VC	rm's name (or nurs if self-employed),		EIN	1	
	ac	Idress, and ZIP code		Phone no.	()	

SCHEDULE 1

iame(s) snown on ro		Vour	OMB No. 1545-008			
ame(s) shown on Form 1040A		Your social security number				
Part I	Note. If you received a Form 1099-INT, Form 1099-OID, or substitute statement from a brokerage firm, enter the firm's name and the total interest shown on that form.					
See page 60 and the nstructions or Form 040A,	1 List name of payer. If any interest is from a seller-financed mortgage and the buyer used the property as a personal residence, see page 60 and list this interest first. Also, show that buyer's social security number and address.	Amount 1				
ine 8a.)						
		-				
	2 Add the amounts on line 1.	2				
	3 Excludable interest on series EE and I U.S. savings bonds issued after 1989 from Form 8815, line 14. You must attach Form 8815.	3				
	4 Subtract line 3 from line 2. Enter the result here and on Form 1040A, line 8a.	4				
Part II	Note. If you received a Form 1099-DIV or substitute statement from a b firm's name and the ordinary dividends shown on that form.	rokera	age firm, enter the			
Ordinary dividends See page	5 List name of payer. Include only ordinary dividends. If you received any capital gain distributions, see the instructions for Form 1040A, line 10. Amount					
00 and the		5				
or Form						
1040A, ine 9.)						
	6 Add the amounts on line 5. Enter the total here and on Form 1040A, line 9.	6				
or Paperwork Re			1 (Form 1040A) 200			

STANDARD DEDUCTION WORKSHEET FOR DEPENDENTS (FROM FORM 1040A INSTRUCTIONS)

Use	dent.			
1.	Add \$250 to the amount from Form 1040A, line 7. Enter th	e total		1.
2.	Minimum standard deduction			2700.00
	Enter the larger of line 1 or line 2			
4.	Enter the amount shown below for your filing status.			
	• Single—\$4,400	1		
	Married filing separately—\$3,675 Married filing jointly or qualifying widow(er)—\$7,350			4
	 Married filing jointly or qualifying widow(er)—\$7,350 	}		т.
	 Head of household—\$6,450 	J		
5.	Standard deduction.			
	a. Enter the smaller of line 3 or line 4. If under 65 Form 1040A, line 22. Otherwise, go to line 5b	, .		5a
	 If 65 or older or blind, multiply the number on Form 10- \$850 if married filing jointly or separately, or qualifyin 			5b
	c. Add lines 5a and 5b. Enter the total here and on Form	1040A, line 22		5c

FORM 1040A STEP-BY-STEP

What you'll need

LESSON 3

- One Form W-2 for each job held during the year
- Form 1099-INTs from each payer of interest
- Pencil/pen, scratch paper. Use ink on the return you file.
- Calculator (optional)
- Blank Form 1040EZ
- Social security number for your spouse (if applicable).

Key items:

Name and address label

- If you have a peel-off mailing label, save it to apply when you are sure your return is complete and correct and you are ready to file it.
- If you have no peel-off mailing label, print your name and address carefully.
- Enter your social security number (and your spouse's, when applicable).
- If you (and/or your spouse) want \$3 of your taxes to go into the Presidential Election Campaign Fund, check "Yes." (Note: Checking "yes" will not change your tax or reduce your refund.)

Check the box for your filing status

- If you are single, check box 1. (You may want to check Student Handout 3.9 "Which Tax Form Should You Use?" to find out whether you can use Form 1040EZ instead.)
- If you are married and want to file a joint return, check box 2.
- If you are married and want to file separately from your spouse, check box 3. Be sure to enter your spouse's name and social security number.
- If you are unmarried or do not live with your spouse and have an unmarried child living with you, you may qualify as head of household. (See the instructions for Form 1040A for more information about head of household status.) Check box 4.
- If you are a widow or widower with a dependent child, enter the year in which your spouse died and read the instructions for more information. Check box 5.

Figure your exemptions

- If no one else can claim you as a dependent on his or her tax return, take an exemption for yourself by checking box 6a. (See Student Handout 3.4, "The Dependency Tests.")
- If you are filing a joint return, your spouse usually cannot be claimed as a dependent on someone else's return. Take an exemption for your spouse by checking box 6b. If you are filing a separate return, you can take an exemption for your spouse only if he or she is not filing a return, had no income, and cannot be claimed as a dependent of another taxpayer. Your spouse is never considered your dependent.
- Take an exemption for each person who qualifies as your dependent. (See Student Handout 3.4.) Enter names and other information on the lines under "6c Dependents."
- Complete the lines at the right, and add the total number of exemptions. Put the total in the large box to the right of line 6d.

Figure your total income

- Add the amounts in box 1 of your Form(s)W 2, and put the total on Form 1040A, line 7.
- If you received taxable interest income, put the total on line 8a.
- If the amount you entered on line 8a is more than \$400, put the name of each party who paid you interest and the amount in Part I of Schedule 1. Put your name and social security number on Schedule 1, and attach it to your return.
- If you received tax-exempt interest income (for example, from municipal bonds), enter the amount on line 8b and refer to the instructions.
- To see if lines 9 through 14b apply to you, see the form instructions. Line 10 is new for 2000.
 You may be able to use it to report capital gain distributions on Form 1040A.
- Add the amounts on lines 7, 8a, 9, 10, 11b, 12b, 13, and 14b. (Do not include lines 8b, 11a, 12a, or 14a.) Write the total income on line 15. Double check your addition.

LESSON 3

FORM 1040A STEP-BY-STEP (CONTINUED)

Figure your adjusted gross income

- To see if line 16 or line 17 applies to you, see the instructions.
- If line 16 or line 17 does apply to you, add the amounts on lines 16 and 17 and enter the total on line 18. Then follow the instructions for line 19
- If line 16 or line 17 do not apply to you, write the amount from line 15 on line 19.

Figure your standard deduction, exemption amount, and taxable income

- Put the amount from line 19 on line 20.
- To see if box 21b applies to you, see the instructions.
- If you did not check box 21b, look back at lines 1-5 where you checked box 1, 2, 3, 4, or 5. If you checked box 1, put \$4,400 on line 22. If you checked box 2 or 5, enter \$7,350. If you checked box 3, enter \$3,675. If you checked box 4, enter \$6,450.
- If someone can claim you as a dependent, see the instructions for line 22, Form 1040A.
- Subtract your standard deduction, line 22, from your adjusted gross income, line 20. Double-check your subtraction, and enter the amount on line 23.
- Look at line 6d. Multiply the number you put there times \$2,800. Put the total on line 24.
- Subtract the amount entered on line 24 from the amount on line 23. Enter the result on line 25.

Figure your tax, credits, and payments

- Look at your taxable income (line 25) and find the pair of figures that includes this amount of income in the Tax Tables. Find the column that applies to you to find your tax. Enter this amount on line 26.
- See the instructions to see if lines 27, 29, 30, 31, or 34 apply to you. If these lines do not apply, write the line 26 amount on line 35. If those lines do apply, follow the instructions.

- Add the amounts in box 2 of your W-2, and put the total on line 36. (To see if lines 37 or 38a apply to you, see the instructions.)
- Add any amount on lines 37, 38a or 39 to line 36 and enter the total on line 40.

Figure your refund or the amount you owe

- Look at lines 35 and 40 again. Check whether line 35 or line 40 is larger.
- If line 40 is larger, you should complete lines 41 and 42a. (To see if line 43 applies to you, see the instructions.) Subtract line 35 from line 40 and put the result on line 41. This is the amount you overpaid. Enter on line 42a the amount you want refunded to you.
- If line 35 is larger, you should complete line 44. Subtract line 40 from line 35, and put the result on line 44. This is the amount you owe.

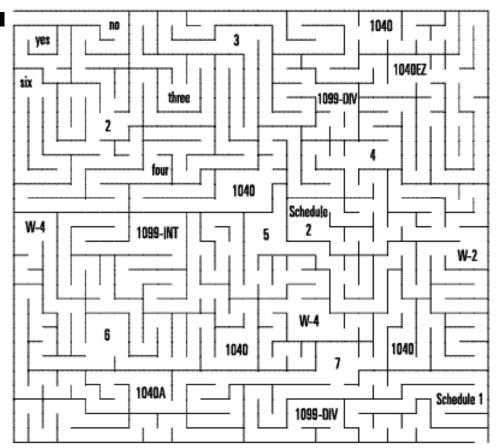
Sign your return

- Carefully read the words above the line for your signature, then sign and date your return and write in your occupation.
- Attach your mailing label; make any corrections right on the label.
- Be sure to enter your SSN and your spouse's (if applicable) on the return.
- Attach copy B of each FormW-2.
- Attach any schedules you used.
- If you owe more tax, see the instructions for details on how to pay (and what to write on your payment, if applicable).
- Mail your 2000 return by April 16, 2001.

THE TAX MAZE

Directions Read question 1 below. Then enter the maze at "Start 1" and find your way to the correct answer to the question. From there, go to "2", read question 2, and continue on through the maze until you find the answer to that question. Continue on through the maze until you have answered all seven questions in order.

Start 1



Finish Collect your tax refund

- 1 You expect to earn about \$375 in your first summer job and about \$675 in interest this year. Are you exempt from withholding?
- **2.** You are 25, your spouse doesn't work, and your 14-year-old brother qualifies as your dependent. How many allowances can you claim on your W-4?
- **3.** You are 16, single, claimed as a dependent on your parents' tax return, and earned \$2,457 last year. Which return do you file?
- **4.** You earned \$640 at your after-school job and you have completed your Form 1040EZ tax return. What form do you need to attach to it before you mail it in?
- 5. You have a savings account at your bank. What form will tell you how much interest you earned in the past year?
- 6. You and your spouse file a joint return showing a combined salary income of \$47,000 with no other sources of income, and you have two children. Which return do you file?
- **7.** You earned \$534 in interest income last year. What will you need to attach to your Form 1040A?

LESSON SUMMARY FROM W-4 TO W-2

Key terms are in boldface. Their definitions should be checked in Student Handout 3.1, "Glossary of Key Terms."

From W-4 to W-2

- U.S. citizens and residents generally have to pay tax on their income, based on ability to pay.
- Federal income tax is collected on a pay-as-you-go basis. Employees usually have taxes taken out of – withheld from – each paycheck that is subject to tax. (See Tax Withholding.)
- Employees provide information on Form W-4 so their employer can determine how much should be withheld from their wages. Employees are expected to fill out Form W-4 accurately and
- To fill out a Form W-4, it is important to understand the meaning of dependent in tax law. (See Student Handout 3.4, "The Dependency Tests.")
- Some people are not required to have any tax withheld. (Check the definition of exempt from withholding. Then work through Student Handout 3.3, "Are You Exempt from Withholding?" to find out whether you are exempt.)
- Taxpayers may claim withholding allowances on Form W-4. The total number of allowances listed on a Form W-4 is not the same as exemptions (personal and dependency) that an employee expects to claim on his or her return. Exemptions are subtracted from adjusted gross income on the return before the tax liability is figured. The exemption amount for 2000 is \$2,800. It's important to determine the right number of allowances on Form W-4 because an employer withholds tax based on wages paid and information the employee provides on Form W-4. (See Withholding Allowance.)
- If you are single and have more than one job and your combined earnings from all jobs exceed \$34,000, OR if you are married and have a working spouse or more than one job and the combined earnings from all jobs exceed \$60,000, use the Two-Earner/Two-Job Worksheet to avoid having too little tax withheld. The worksheet will help you estimate your tax liability so that your withholding can more closely match it. (See Form W-4)
- Taxpayers may, even if they are married, request withholding at the rate for single people, which is higher than that for married people, in order to cover taxes that might be owed on other sources of income, such as interest or dividends.

On the basis of the information employees provide on their W-4 forms, employers calculate the amount of tax to withhold. By Jan. 31 of each year, they give employees copies of Form W-2 that show how much employees earned in the previous year and how much was withheld. Employees should check this form for accuracy. They are required to attach a copy to their tax return.

Filing a Return

Even if you do not owe any taxes, you should file a return if you had any federal income taxes withheld from your pay. Filing a return is how you have them refunded.

For 2000, you must file a return if you are under age 65, not blind, and:

- are someone's dependent, are not married, and had earned **income** of over \$4,400
- are someone's dependent, are not married, and the total of your unearned and earned income was more than the larger of \$700 or your earned income (up to \$4,150) plus \$250
- are someone's dependent, are married, and had earned income of over \$3,675
- are someone's dependent, are married, and the total of your unearned and earned income was more than the larger of \$700 or your earned income (up to \$3,425) plus \$250
- are someone's dependent, are married, had gross income of at least \$5.00, and either your spouse files a separate return and itemizes deductions or you had net earnings from self-employment of at least \$400.
- had net earnings from self-employment of at least \$400.

You also must file a return if you:

- are not someone's dependent, are single, and had gross income of \$7,200 or more
- are not someone's dependent and are a head of household with gross income of \$9,250 or more
- are not someone's dependent, are married filing separately, and had gross income of at least \$2,800
- are not someone's dependent, are married filing jointly, and had gross income of at least \$12,950.

See Student Handout 3.8, "Should You File a Tax Return?"

LESSON SUMMARY (CONTINUED) **FROM W-4 TO W-2**

Once you have decided that you need to file a return, you need to decide which form is most appropriate for you. Form 1040EZ is the simplest and most likely to be used by students. You can use this form if you

- are single and claim an exemption only for yourself or are married and filing a joint return with no dependents
- had less than \$50,000 in taxable income
- had no sources of income other than wages, salaries, tips, taxable scholarship or fellowship grants, unemployment compensation, qualified state tuition program earnings, Alaska Permanent Fund dividends, and not more than \$400 of interest income
- had no income adjustments, itemized deductions, or other taxes and the only credit you claim is the earned income credit.

Forms 1040A and 1040 are used by people whose tax situations are more complex. See Student Handout 3.9, "Which Tax Return Form Should You Use?"

To fill out Form 1040EZ, see Student Handout 3.12, "Form 1040EZ Step-by-Step."

1040A and Beyond

In certain cases, you may need to file Form 1040A or 1040 instead of Form 1040EZ. You will need to use Form 1040A or Form 1040 if you:

- claim more than two exemptions (for yourself and your spouse)
- are a qualifying widow(er) with a dependent child or a head of household
- have more than \$400 worth of interest income
- have sources of income besides those listed for Form 1040EZ..

(See Student Handout 3.9, "Which Tax Return Form Should You Use?")

Form 1040A is somewhat more complex than Form 1040EZ. You may need to use an additional form, Schedule 1, to list sources and amounts of your interest dividend or income. Depending on your situation, you may need to use other worksheets or schedules as well.

Complete Form 1040A carefully, using Student Handout 3.16, "Form 1040A Step-by-Step" and the instructions.

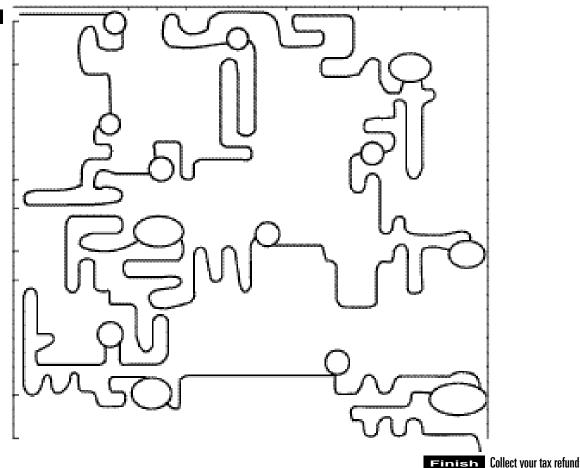
Any taxpayer can use Form 1040.

FROM W-4 TO 1040A

ANSWERS - THE TAX MAZE

Directions Read question 1 below. Then enter the maze at "Start 1" and find your way to the correct answer to the question. From there, go to "2", read question 2, and continue on through the maze until you find the answer to that question. Continue on through the maze until you have answered all seven questions in order.

Start 1



- 1 You expect to earn about \$375 in your first summer job and about \$675 in interest this year. Are you exempt from withholding?
- **2.** You are 25, your spouse doesn't work, and your 14-year-old brother qualifies as your dependent. How many allowances can you claim on your W-4?
- **3.** You are 16, single, claimed as a dependent on your parents' tax return, and earned \$2,457 last year. Which return do you file?
- **4.** You earned \$640 at your after-school job and you have completed your Form 1040EZ tax return. What form do you need to attach to it before you mail it in?
- 5. You have a savings account at your bank. What form will tell you how much interest you earned in the past year?
- **6.** You and your spouse file a joint return showing a combined salary income of \$47,000 with no other sources of income, and you have two children. Which return do you file?
- **7.** You earned \$534 in interest income last year. What will you need to attach to your Form 1040A?